Quick Start Guide

English

Synapse EyeMedia 1.0

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What Is Synapse EyeMedia?

Synapse® EyeMedia software provides a collaborative environment where you and your team can manage, share, store, and reuse images and other content.

The Synapse EyeMedia software can be accessed by multiple users at once, either through a Web browser or through Synapse Desktop (additional software that you install on your local workstation and use to access a remote server). When compared to a Web browser, Synapse Desktop provides additional features intended for advanced users, such as pick lists and advanced search functionality.

In Synapse EyeMedia, the individual images, pieces of artwork, and other files that you manage, share, and store are known as *elements*. (You may already know them as 'digital assets'.) These elements are shared and stored in *projects* and *libraries*.

What Are Projects and Libraries?

A *project* is a collaborative workspace where you can share elements with others by uploading and downloading the elements. Projects are typically temporary—they are used over short periods of time and deleted when the work is complete.

What you can do with projects depends on the user rights you are granted, but a common scenario is for anyone to be able to create and delete projects, organize the elements within a project, and upload and download elements in projects.

A *library* is a storage place for elements that you may want to reuse in a future publication. Libraries are typically more permanent than projects—they usually contain many elements and exist over long periods of time so that elements can be reused again and again.

As with projects, what you can do with libraries depends on your user rights. A typical scenario is for the administrator in an organization to act as the librarian—that is, only the librarian may be granted the user rights to create and delete libraries and to add, remove, and organize elements in a library, while anyone can download an element for reuse.

Consider the following situation in which you might use projects and libraries. You are working on a new publication, so you create a new project. Another user uploads several images to the project and you download the images that you decide to use. Once the publication is complete, you discard any images contained in the project that you know you won't use again. However, you keep several elements that you think you might use again in another publication and ask your administrator to copy the elements to a library for storage. Once the administrator has copied the remaining elements, you delete the project.

When you are ready to start work on the next publication, you retrieve the elements that you want to reuse by downloading them from the library to your desktop, and then modify and place them into the new publication as desired. The original copies of the elements remain in the library, unchanged.



For more information about project and library user rights, see the Synapse EyeMedia online help.

What Are Elements?

Elements are the individual images, pieces of artwork, and other files that make up a publication. (You may know them as 'digital assets'.) Depending on your user rights, you can:

- Upload and download elements
- Copy, move, and rename elements
- Search for elements stored in a library
- View and modify an element's attributes

For instructions, see *How Do I...* on page 8.

What Are Attributes?



Note: You can view and modify the attributes of an element only in a library, not in a project.

An *attribute* is information associated with an element that provides detail about that element, such as its file size or type. In Synapse EyeMedia, you can search for an element in a library using attributes. You can also use attributes to record information about an element for later reuse.

Attributes are made up of name/value pairs. For example, an attribute might have the name **Resolution** and the corresponding value **300 dpi**, or the name **Artist** and the value **John Smith**. A collection of elements might all have the same attribute name (such as **Resolution**) but varying values.

You can view and modify the attributes of an element in a library. (For instructions, see page 10.) The attribute names that you see when you view an element's attributes are defined in the system's attribute templates, which are set up and maintained by your system administrator. Therefore, when you modify an attribute, you can change only its *value*, not its name. For example, you could set an element's **Resolution** attribute to **300 dpi**, but you could not delete the **Resolution** name or change the name to something else.

As well, you can modify only *some* attribute values. When you view an element's attributes, three tabs appear in the Attributes dialog box. You can generally modify the values of the attributes on the **Customer** and **Site** tabs. However, you cannot modify the values of the attributes on the **System** tab; these attributes (file creation date, size, type, last accessed date, and last modified date) are extracted by the operating system and are automatically populated.

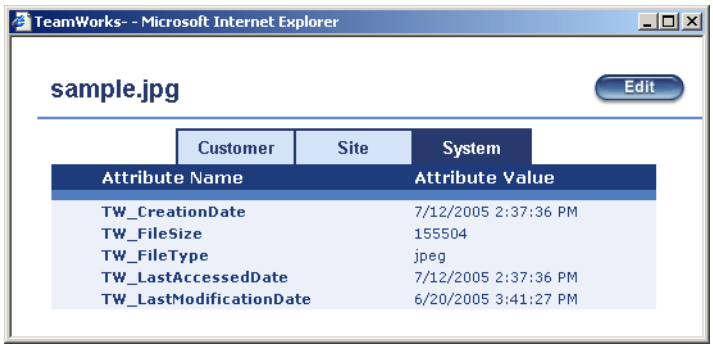


Figure 1: System attributes for an element named sample.jpg

What Are FPOs?

An FPO (For Placement Only) image—or proxy image—is a low-resolution version of a high-resolution original image. You may want to use an FPO as a placeholder for a high-resolution image when working on a layout, since the FPO is smaller in file size than its high-resolution original and therefore easier to place into the layout, manipulate, and share.

Synapse EyeMedia enables you to download an FPO version of a high-resolution element that is stored in a library. Embedded in the FPO is a unique identification comment that indicates the location of the high-resolution version of the element in the Synapse EyeMedia database. Once you download the FPO, you can place it in a layout, for example, in QuarkXPress®.

When you send the layout for printing, your printer's Prinergy® software will recognize the low-resolution FPO in the layout and automatically swap it for the high-resolution image before output, using the FPO's embedded identification comment to locate the high-resolution version in the Synapse EyeMedia database.

For instructions on downloading an FPO version of an element, see page 9.

Finding Specific Elements in a Library

There are two ways to find a specific element—by browsing, or by using the search tool. If you know the name of the project or library in which the element is stored, and the file name of the element itself, you can simply open the project or library and browse its folders to locate the desired element.

However, if you don't know the library in which the element is stored or you don't know the exact name of the element, or the library in which the element is stored contains hundreds or thousands of other elements (making it difficult to locate a specific one), you may prefer to search for the element using the search tool.

When using a Web browser, you can search for elements only in the library in which you are currently working. You can search on an element's file name (even if you only know part of the file name) or attributes. For example, if you know that

the element for which you are searching has a **Resolution** attribute of **150 dpi**, you can specify your search criteria as **150**. The search results will list any elements with a Resolution attribute value of 150.

When using Synapse Desktop, you can search for an element in *any* library. You can search on an element's file name or attributes, or a combination of both. You can *also* search for an element used in a Prinergy *job*. Specifically, you can search for an element based on the name of the job in which the element has been used, or the position or name of the specific page on which the element has been included.

For quick instructions on searching for an element, see page 10. For detailed instructions, and for more information about specifying search criteria, see the Synapse EyeMedia online help.

Note that you cannot search for elements in a project in either a Web browser or Synapse Desktop. As well, you can search for elements only; you cannot search for whole libraries, projects, jobs, or pages.

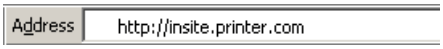
Logging On

How you log on to Synapse EyeMedia varies depending on whether you are using a Web browser or Synapse Desktop.

In a Web Browser

To log on using a Web browser, you must have a high-speed Internet connection—64 kilobits per second (Kbps) or higher. As well, you must have previously been assigned a login username and password.

1. In the browser's **Address** box, type the printer's home page address.



2. Type your **Username** and **Password**, and click **Login**.

In Synapse Desktop

To log on using Synapse Desktop, you must have previously been assigned a login username and password.

1. Start Synapse Desktop on your Macintosh workstation.

   If this is your first time logging on to Synapse Desktop, you will be prompted to enter your user name and password.

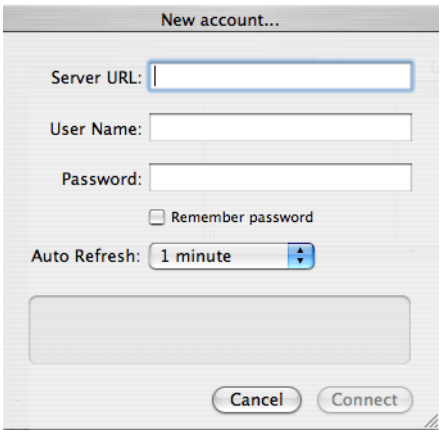


Figure 2: New Account dialog box

2. In the **Server URL** box, type the printer's home page address, as you would when logging on using a Web browser.
3. Type your **User Name** and **Password**.
4. Select **Remember password** to have a Synapse Desktop window open automatically the next time you start Synapse Desktop, without prompting you for your user name or password.
5. **Auto Refresh** specifies the frequency at which Synapse Desktop is automatically refreshed with updated information from the server. You will only be able to see changes made by other users since the last refresh once Synapse Desktop is refreshed again. However, refreshing Synapse Desktop requires significant bandwidth. If you have a high-bandwidth connection, you can leave the **Auto Refresh** option as the default **1 minute**. However, if you have a very low-bandwidth connection, or it is not important for you to see recent changes made by other users, select **Manually**. In this case, Synapse Desktop will only be refreshed when you select a refresh command in the **View** menu (**Auto Update Now** to poll for any changes since the last refresh, **Refresh <current folder>** to refresh only the selected project or library, or **Refresh All** to refresh all projects and libraries).
6. Click **Connect**.

   A new Synapse Desktop window opens.

Logging Off

In a Web Browser

➢ In the upper-right corner, click the **X** button.



In Synapse Desktop

➢ From the **Synapse Desktop** menu, select **Quit Synapse Desktop**.

Getting Around

How you navigate and manage projects and libraries depends on whether you are accessing them through a Web browser or though Synapse Desktop.

In a Web Browser

When you log on through a Web browser, the main Portal page lists any projects, jobs, and libraries to which you have access. Simply click on a project or library name to open that project or library.

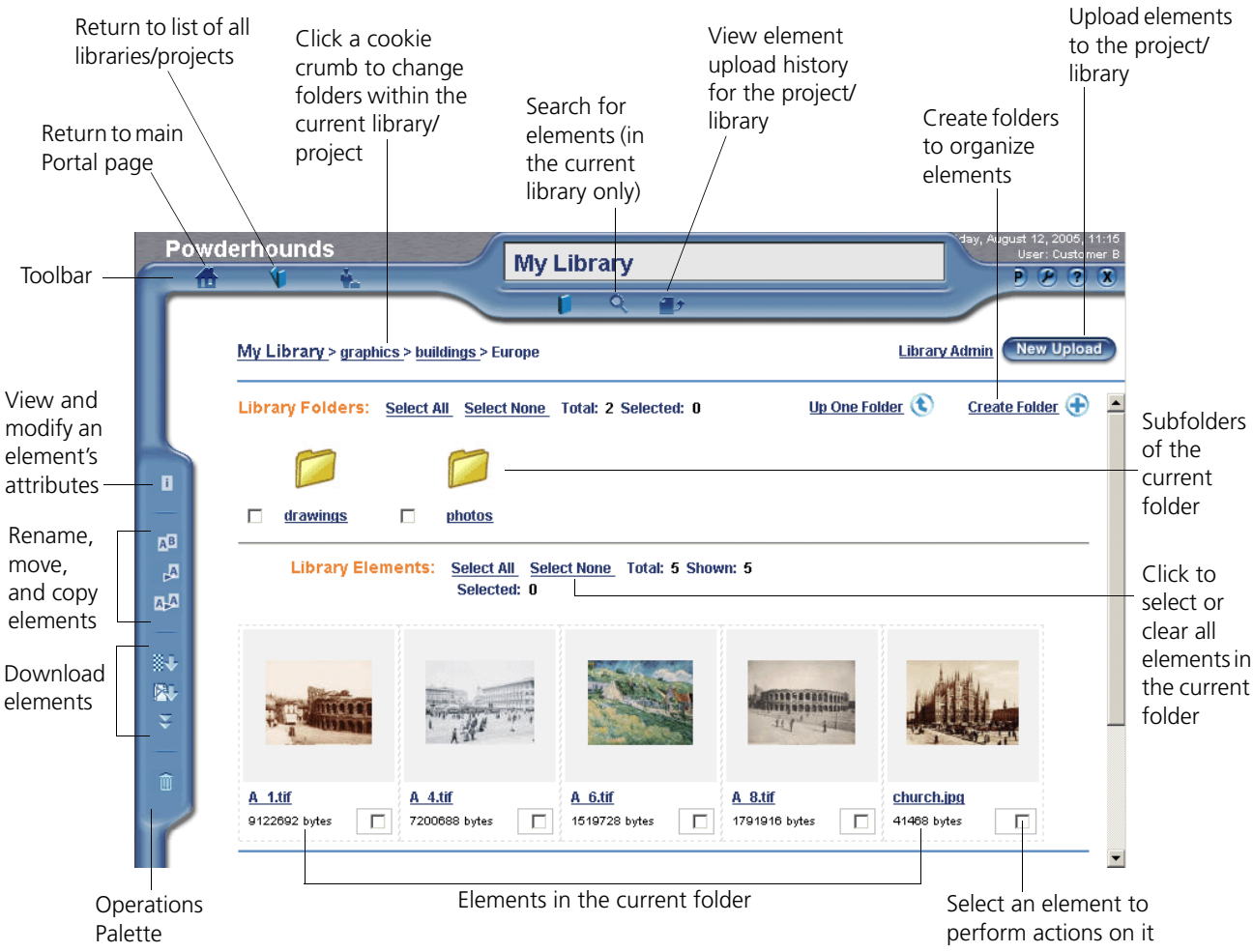


Figure 3: A library open in a Web browser

In Synapse Desktop

The left pane of the Synapse Desktop window lists any jobs, projects, and libraries to which you have access. Simply click on a job, project, or library name to open that job, project, or library.

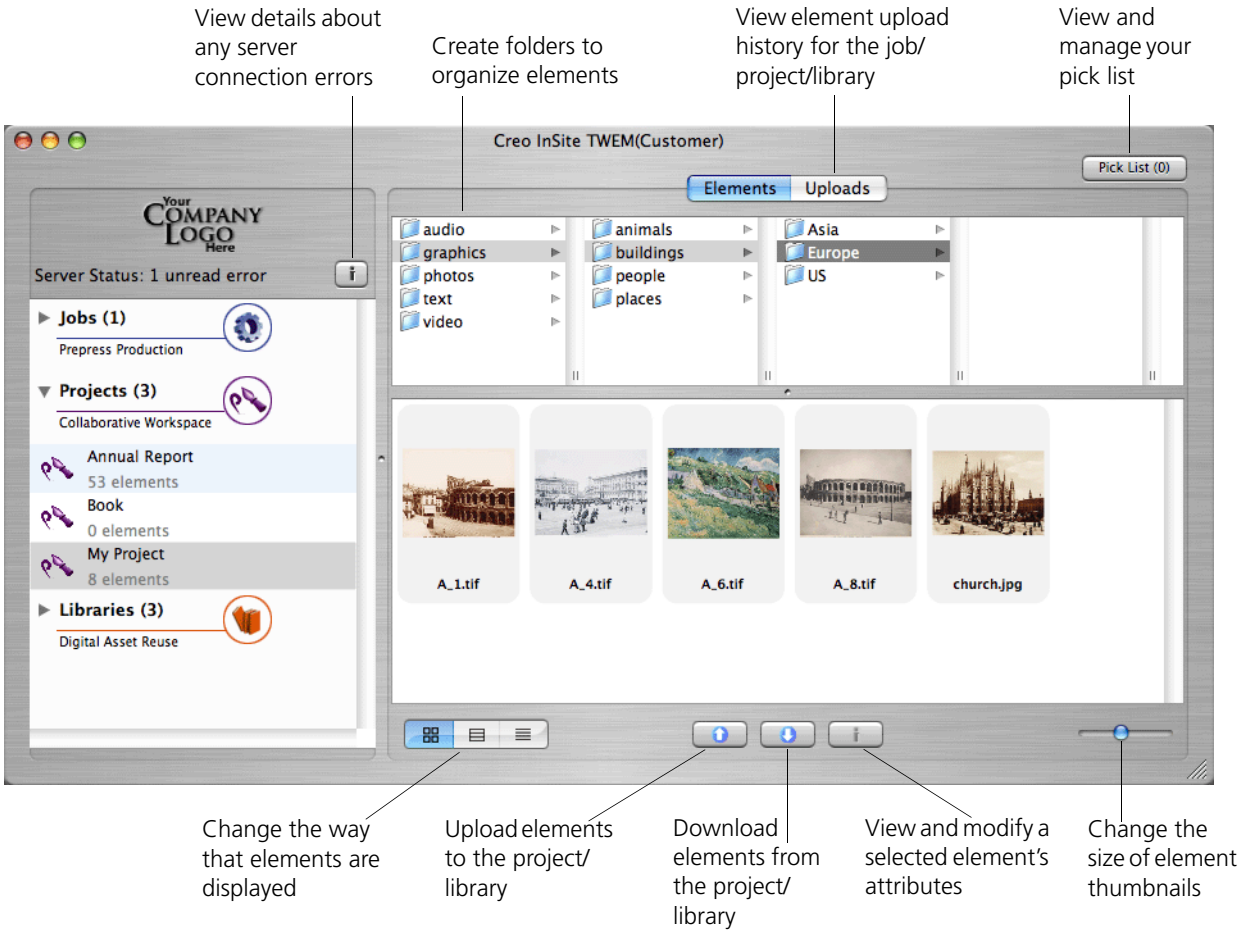


Figure 4: A project open in Synapse Desktop

Managing Windows

When using a Web browser, you can have only one window open at a time for a single account. However, when using Synapse Desktop, you can open multiple windows. This enables you to drag files from a project that is open in one window to a library that is open in another window, or vice versa. You can open multiple Synapse Desktop windows using either a single account or multiple accounts.

To open a second window using the same account with which you are already logged on, from the **File** menu, select **New Window**, and then select the account (user name) with which you are already logged on. A second Synapse Desktop window opens.

To open a second window using a different account, from the **File** menu, select **New Account**. Specify the account's user name and password as described on page 5. Once you have created the new account, select **File > New Window**. Multiple accounts are now listed. Select the new account. A second Synapse Desktop window opens.

How Do I...

The following table describes how to perform some common tasks in either Synapse Desktop or a Web browser. For detailed instructions and for other procedures, see the Synapse EyeMedia online help.

Task	In a Web Browser	In Synapse Desktop
Create a project or library	In the **Projects** or **Libraries** view, click **New Project** or **New Library**, type a name for the project or library, and click **Create**.	Select **File > New Project** or **File > New Library,** type a name for the project or library, and click **Create**.
Delete a project or library	In the **Projects** or **Libraries** view, next to the name of the project or library that you want to delete, click **Delete Project** or **Delete Library**. All elements contained in the project or library are also deleted.	In the left pane, select the project or library that you want to delete and then select **Edit > Delete**. All elements contained in the project or library are also deleted.
Create a folder within a project or library	Click **Create Folder**, type a name for the folder, and click **Add**.	Select **File > New Folder** and type a name for the new folder.
Upload an element to a project or library	Click **New Upload**. In the Upload Files dialog box, on the **Notes** tab, give the upload a title. On the **Upload Files** tab, locate and select the elements that you want to upload and click **Add**. Once all desired elements are listed in the **Files to Upload** area, click **Upload**.	Click the **Upload Files** button. In the New Upload dialog box, give the upload a title. Click **Add Elements** to locate and select the elements that you want to upload. Click **Upload**. **Tip:** You can also drag elements from your desktop directly into a project or library. This automatically opens the New Upload dialog box, with the dragged elements already listed.

Task	In a Web Browser	In Synapse Desktop
Download an element from a project or library to your desktop	Select the element that you want to download and then on the Operations Palette, click the appropriate button: • **Download JPEG—**to download a low-resolution JPEG (In this case, you must also select a resolution.) • **Download FPO—**to download an .eps For Placement Only version of the element • **Download HiRes—**to download a high-resolution version of the element in its original format	Select the element that you want to download and then click the **Download selected items** button. In the **Download type** list, select the desired download format: • **Original** • **Low resolution EPS FPO—**to download an .eps For Placement Only version of the element • **Low resolution JPEG** (If you select this option, you must specify the **Resolution**.)
Download an FPO of an element directly from a library to an Adobe® InDesign® picture box	This option is not available from a Web browser.	Drag the element directly onto a picture box in your Adobe InDesign layout. A placeholder image appears while the element is being downloaded. This enables you to work on the layout and even move the placeholder while the download is in progress. The placeholder image is later replaced by the actual FPO image.
Copy an element between folders within a project or library	Select the element that you want to copy. On the Operations Palette, click **Copy.** Select the destination folder and click **Copy**.	Drag the element to the destination folder while pressing the OPTION key.
Copy an element between projects and libraries	Select the element that you want to copy. On the Operations Palette, click **Copy.** In the **Destination Project** or **Destination Library** area, click **Choose** to select the project or library (and if desired a folder within that project or library) to which you want to copy the element. Click **Copy**.	Open two Synapse Desktop windows, as described in *Managing Windows* on page 7. Open the originating project or library in one window and the destination project or library in the other window. Drag the element from the originating project or library to the destination project or library, that is, from one window to the other.
Move an element between folders within a project or library	Select the element that you want to move. On the Operations Palette, click **Move.** Select the destination folder and click **Move**.	Drag the element to the destination folder.
Move an element between projects and libraries	You cannot move elements directly from one project or library to another project or library. Instead, you must first *copy* the elements to the destination project or library and then delete them from their original location.	

Task	In a Web Browser	In Synapse Desktop
Rename an element	Select the element. On the Operations Palette, click **Rename** and type the new name.	Click the element name (for example, as displayed under the element thumbnail), type the new name, and press RETURN.
Delete an element	Select the element. On the Operations Palette, click **Delete**.	Select the element and then select **Edit > Delete**.
Open an element in Smart Review	Single-click the element.	Double-click the element. Note that double-clicking the element only opens Smart Review if Synapse Desktop's preferences (**Synapse Desktop > Preferences**) are set accordingly. Your preferences may indicate to open the element in a low-resolution viewer or in a default application instead. If this is the case, you can still open an element in Smart Review by selecting the element and then selecting **Actions > View Original with > Smart Review**.
View and modify element attributes	Select the element and then, on the Operations Palette, click **Get Attributes.** Click **Edit** to edit attributes.	Select the element and click the **View Attributes** button. Click **Edit** to edit attributes.
Search for an element	From the toolbar, click **Search**. Type your search keywords and click **Go**. Note that when using a Web browser, you can search for elements only in the current library.	Select **Actions > Search**. In the **Search for elements whose** area, specify your search criteria. Click **Search**.
Change the way that elements are displayed	Only the **Gallery** view is available in a Web browser.	At the bottom of the Synapse Desktop window, click the desired button—**Gallery Display**, **List Display,** or **Table Display**—to change views. The **List** view displays details about each element along with the element's thumbnail image. The **Table** view displays the same element details as in the **List** view but does not include thumbnails. The **Gallery** view displays element thumbnails and names only but no details.

Working with Pick Lists

Note: Pick lists are available only when using Synapse Desktop.

A *pick list* is a tool that you can use to collect elements from multiple projects or libraries and then download them to your desktop or copy them to another project or library. You might think of a pick list as a shopping cart in which you gather a number of elements before "buying" them all at once.

To display your pick list, click **Pick List** in the upper-right corner of the Synapse Desktop window. The pick list opens to the right of the window.

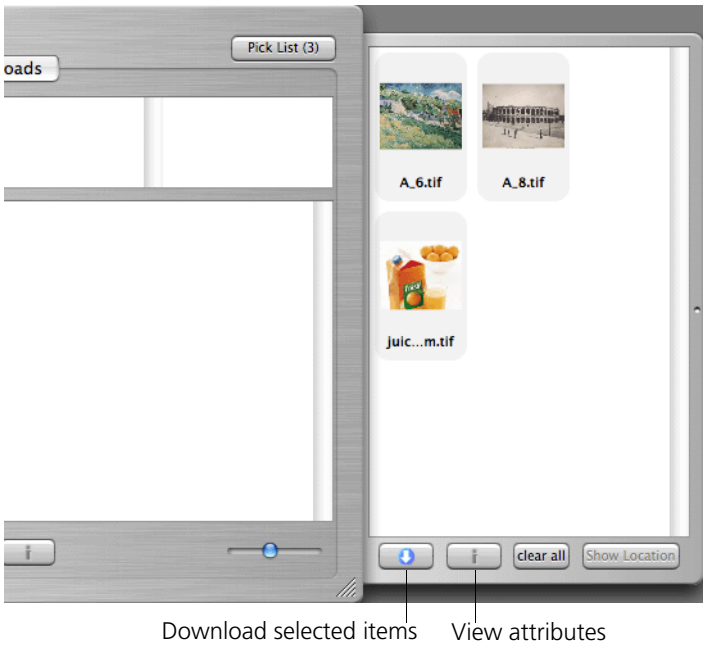


Figure 5: Pick list with elements added

To hide the pick list, click **Pick List** again.

To add elements to the pick list, drag the selected elements onto the pick list.

To download elements from the pick list to your desktop, select the elements and then click the **Download selected items** button.

For more information about pick lists, see the Synapse EyeMedia online help.